



EMPLOYMENT OPPORTUNITY

POSITION: Project Engineer

SALARY RANGE: \$5,907 - \$7,248/month

DEPARTMENT: Public Works

HOW TO APPLY: Please go to www.wenatcheewa.gov to view the job description including qualification requirements and download application materials.

The following constitutes a complete application package in the following order:

- 1) Letter of Interest/Cover Letter
- 2) Resume
- 3) Application for Employment
- 4) Supplemental Application

Complete application packages may be emailed (HR@WenatcheeWa.Gov), faxed (509-888-3636), or mailed to:

City of Wenatchee
Human Resources Department
PO Box 519
Wenatchee, WA 98801-0519

An incomplete application packet will not be considered.

INITIAL REVIEW: 3:00 P.M., Wednesday, August 15th, 2018

The City of Wenatchee is proud to be an equal opportunity employer. Our objective is to provide equal opportunity in all terms, conditions and privileges of employment for qualified applicants and employees without regard to race, creed, color, religion, national origin, sexual orientation, gender, gender identity, age, marital status, disability, veteran or military status, or any other characteristic protected by law.



Apple Capital of the World



JOB DESCRIPTION

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POSITION:	Project Engineer	DEPARTMENT:	Public Works - Engineering
REPORTS TO:	Engineering Services Manager	FLSA:	Exempt
AFFILIATION:	Management/Administrative Group	DATE:	November 2017

1.0 PURPOSE

- 1.1 To outline essential job duties, qualification requirements and working conditions for the position of Project Engineer.

2.0 ESSENTIAL JOB DUTIES

- 2.1 Oversees and performs project management of major transportation and utilities projects including design, right-of-way acquisition and construction.
- 2.2 Prepares and manages preparation of complex plans and specifications requiring the application of advanced engineering knowledge.
- 2.3 Ensures projects are in conformance with AASHTO and City standards.
- 2.4 Prepares and implements schedules. Monitors project budgets and ensures expenditures remain within budget guidelines. Makes recommendations for process improvement. Provides status reports regarding development and forecasted completion of projects.
- 2.5 Prepares and manages consultant agreements for various services including design, surveying, environmental, right-of-way acquisition, construction inspection and other project services.
- 2.6 Coordinates and collaborates with internal and external customers including but not limited to accounting staff, planning and development staff, regulatory agencies, permitting and grant agencies, WSDOT and utility companies in the development of assigned projects.
- 2.7 Prepares legal descriptions for rights-of-way, easements, annexations, LID's, etc.
- 2.8 Assists in preparation and maintenance of a pavement management program.
- 2.9 Develops exhibits and schedules open houses to inform, receive feedback and educate the public on the plans and details of assigned projects.
- 2.10 Prepares technical reports on engineering design decisions for assigned projects and activities.
- 2.11 Oversees construction inspection and documentation of assigned projects.
- 2.12 Develops, recommends, applies and implements policies and procedures to guide the operation of the department's data management programs.
- 2.13 Maintains current desk procedures and tasks to explain position responsibilities. Creates, updates and implements process improvement procedures, tasks, workflows and systems.
- 2.14 Assists in training, directing and providing guidance and instruction to the Engineering Technician, Engineering Associates, interns and less experienced peers.
- 2.15 Performs other duties as assigned.

3.0 QUALIFICATION REQUIREMENTS

- 3.1 Bachelor's degree in Civil Engineering.
- 3.2 Two years of relevant professional Civil Engineering experience including project design and construction management.
- 3.3 Registration as a Professional Civil Engineer.
- 3.4 Must obtain registration as a Professional Civil Engineer in Washington State within one year of hire and maintain throughout employment.

Requires knowledge of:

- 3.5 The field of assignment sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by example in this job description.
- 3.6 Principles, procedures and practices of civil, traffic and utilities engineering.

Requires knowledge of (continued):

- 3.7 WSDOT and City standard construction specifications and urban design standards.
- 3.8 Advanced mathematical calculations.
- 3.9 Computer operation and a variety of software including Microsoft Office suite of products and Autodesk Civil 3D or other digital terrain modeling software, CADD, GIS, GPS and Database Management.
- 3.10 Safety and security hazards, precautions, standards, policies and procedures.

Requires the ability to:

- 3.11 Ability to plan and execute engineering and project management related assignments including research, investigations, calculations, reports, maps and other written materials and documentation.
- 3.12 Ability to manage multiple projects, schedule billable time and meet project deadlines.
- 3.13 Analyze procedures and operational methods. Identify and make recommendations to improve efficiency and accuracy of systems and processes.
- 3.14 Maintain confidentiality as required and ensure sensitive information is handled appropriately.
- 3.15 Prepare comprehensive reports, materials and correspondence.
- 3.16 Effectively complete assignments in a timely manner. Plan, organize, prioritize and coordinate work assignments. Take appropriate initiative.
- 3.17 Apply sound judgment, analytical and problem-solving techniques to make reasoned, timely and consistent decisions. Facilitate effective problem resolution.
- 3.18 Be attentive to detail and maintain a high degree of accuracy.
- 3.19 Understand and apply appropriately the terminology, instructions, policies, procedures, legal requirements and regulations.
- 3.20 Use tact, discretion, respect, persuasion, diplomacy and courtesy to gain cooperation of others and establish and maintain effective teams and professional relationships and rapport with management, employees, the public and representatives of other entities.
- 3.21 Listen attentively and communicate effectively, both orally and in writing, with individuals and groups in clear, concise language appropriate for the purpose and parties addressed, including preparing and making presentations.
- 3.22 Maintain current knowledge for assigned areas and adapt to new technologies, keeping technical skills up to date.
- 3.23 Work independently and cooperatively as a member of a team.
- 3.24 Proficiently operate office equipment and perform Microsoft Office software functions. Type accurately and proficiently.

4.0 WORKING CONDITIONS

- 4.1 Works in an office or meeting room setting and at field locations in all weather conditions.
- 4.2 Attends meetings or performs duties outside of normal office hours and travels by car or truck.
- 4.3 Noise levels range from quiet to very loud requiring ear protection.
- 4.4 Possibility of exposure to heavy equipment and traffic noise, dirt, dust and varying terrain.

Requires the ability to:

- 4.5 Use appropriate safety equipment and follows safety policies, practices and procedures.
- 4.6 Maintain good eye sight, required for close and distant vision.
- 4.7 Sit or stand for long periods. Walk, reach with hands and arms, bend and twist at the waist, climb, balance, stoop and kneel.
- 4.8 Lift and/or move up to 25 pounds and occasionally up to 50 pounds.

The statements contained herein reflect general details necessary to describe principal functions of this job, the level of knowledge and skills typically required and the scope of responsibility, but should not be considered all-inclusive. Individuals may perform other duties as assigned, including work in other functional areas, to cover absences or relief, to equalize peak work periods or to balance workloads.

Management reserves the sole right to add, modify or exclude any duties at any time with or without notice. Nothing in this job description, nor by completion of any job requirements by the employee, is intended to create a contract of employment.

At its sole discretion, the City of Wenatchee may consider combinations of education, experience, certifications and training in lieu of specifically required qualifications contained herein.

This is an FLSA-exempt position and, as such, is not entitled to overtime. The position is also subject to an "employee at will" doctrine.



P.O. Box 519
129 South Chelan Avenue
Wenatchee, WA 98807-0519
(509) 888-3603 fax (509) 888-3636

APPLICATION FOR EMPLOYMENT

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NAME _____
Last First M.I.

ADDRESS _____
Street Apt. #

City State Zip

PHONE _____
Include Area Code Home Work Cell

EMAIL _____

List specific position/title applying for _____

Date available for work _____ Will accept: Regular Full-time ☐ Yes ☐ No
Regular Part-time ☐ Yes ☐ No
Temporary ☐ Yes ☐ No

Have you filed an application or been employed here before? ☐ Yes ☐ No Date(s) _____

Are you able to provide proof of your eligibility to work in the U.S. if offered employment? ☐ Yes ☐ No

Do you have a valid Washington State Driver's License? ☐ Yes ☐ No

LIC #: _____ Expiration Date: _____

Are you able to perform the primary duties of the job as outlined in the job description? ☐ Yes ☐ No

If no, please explain: _____

(No applicant will be rejected as a result of a disability that, with reasonable accommodation, does not prevent performance of the primary job duties.)

EDUCATION AND FORMAL TRAINING

HIGH SCHOOL

Do you have a high school diploma or GED?

☐ Yes ☐ No

COLLEGE OR UNIVERSITY

Please list names of educational institutions you attended which are relevant to the position you are seeking.

<u>NAME</u>	<u>LOCATION</u>	<u>DEGREE OR COURSE OF STUDY</u>	<u>DATE ATTENDED</u>

SPECIALIZED TRAINING

<u>NAME</u>	<u>LOCATION</u>	<u>COURSE OF STUDY</u>	<u>DATE ATTENDED</u>

List any skills you possess or machines you can operate that qualify you for the position:

List any special licenses, registrations or training, including seminars and workshops, which qualify you for the position:

EMPLOYMENT HISTORY

Begin with your current or most recent job and list your employment experience. Include military service and any volunteer work which has provided you experience that qualify you for this position. Use additional sheets if necessary.

PLEASE NOTE: Information obtained from previous employers and/or references is confidential.

EMPLOYED		ORGANIZATION NAME:	ADDRESS/CITY/STATE/ZIP:	
FROM				
MONTH	YEAR	IMMEDIATE SUPERVISOR'S NAME AND TITLE:		PHONE: Include Area code
TO		POSITION(S) HELD:		REASON FOR LEAVING:
MONTH	YEAR			
		WAGE/SALARY:	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No	

PRIMARY DUTIES:

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EMPLOYED		ORGANIZATION NAME:	ADDRESS/CITY/STATE/ZIP:	
FROM				
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MONTH	YEAR			
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PRIMARY DUTIES:

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EMPLOYED		ORGANIZATION NAME:		ADDRESS/CITY/STATE/ZIP:	
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MONTH	YEAR	IMMEDIATE SUPERVISOR'S NAME AND TITLE:		PHONE: Include Area code	
TO		POSITION(S) HELD:		REASON FOR LEAVING:	
MONTH	YEAR	WAGE/SALARY:		MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No	

PRIMARY DUTIES:

EMPLOYED		ORGANIZATION NAME:		ADDRESS/CITY/STATE/ZIP:	
FROM					
MONTH	YEAR	IMMEDIATE SUPERVISOR'S NAME AND TITLE:		PHONE: Include Area code	
TO		POSITION(S) HELD:		REASON FOR LEAVING:	
MONTH	YEAR	WAGE/SALARY:		MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No	

PRIMARY DUTIES:

ADDITIONAL INFORMATION

Please provide any additional information which may more fully describe your qualifications and capabilities. This space may be used to continue descriptions of your education or experience.

PLEASE READ CAREFULLY BEFORE SIGNING

I confirm the information I have provided in my application is true, complete and accurate. I understand that any information I provide (or fail to provide) that is found to be false, incomplete or contains a misrepresentation in any respect will be sufficient cause to (i) cancel further consideration of this application or (ii) subject me to discipline, up to and including termination, if I am hired.

I expressly authorize, without reservation, the City of Wenatchee, its representatives, employees or agents to contact and obtain information from all current/previous employers and references and to verify the accuracy of information provided by me in this application. I hereby waive all rights and claims I may have regarding the City of Wenatchee or its representatives for seeking, gathering and using such information in the employment process and all other persons or organizations for furnishing information about me.

I have read, fully understand and accept all terms listed above. I also understand that if my application is not signed, it is not complete and I may be disqualified from being considered for this position.

Signature

Date



SUPPLEMENTAL APPLICATION Project Engineer

Name _____

Please answer all questions and submit with your completed City of Wenatchee application materials (cover letter, resume, general application and supplemental application). Be complete and as clear and concise as possible in your answers.

MINIMUM QUALIFICATIONS

1. ☐ YES ☐ NO Do you have a bachelor's degree in Civil Engineering?
2. ☐ YES ☐ NO Do you have two (2) years of relevant professional Civil Engineering experience including project design and construction management?
3. ☐ YES ☐ NO Are you a registered Professional Civil Engineer?

4. If you do not have the education or experience specified in Questions #1-2 above, list the equivalent combination of education, training and experience that you believe provides you with the required skills, knowledge and abilities for this position.

PLEASE PREPARE NO MORE THAN A ONE-PAGE (TOTAL) RESPONSE TO QUESTIONS BELOW

5. What interests you most about being a Project Engineer for the City of Wenatchee?
6. Summarize your knowledge and direct work experience related to performing project management of major transportation and/or utilities projects including design, right-of-way acquisition and construction.
7. Describe your knowledge and experience in methods, equipment and materials used in municipal utilities maintenance.
8. Describe your computer experience. Please list the programs/software systems you have used, what you use each program for and your level of proficiency with each program.

I certify that the information contained in this supplemental application and in any attachments is true and complete without embellishment. I understand all answers in this supplemental application are part of the application process and, as such, are subject to verification.

Applicant Signature _____

Date _____